EDITED TASK LISTING

CLASS: PROGRAM TECHNICIAN

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
1.	Processes detailed semi technical data (e.g., forms, files, instructional memos, reports, schedules, notices, statistical data, etc.) retrieved from California Law Enforcement Telecommunications System (CLETS), Offender Based Information System (OBIS), Distribute Data Program System (DDPS), computer programs in order to communicate information, keep accurate records, document issues or situations, on a daily basis.
2.	Reviews detailed semi technical data (e.g., forms, files, instructional memos, reports, schedules, notices, statistical data, etc.) retrieved from California Law Enforcement Telecommunications System (CLETS), Offender Based Information System (OBIS), Distribute Data Program System (DDPS), computer programs in order to communicate information, keep accurate records, document issues or situations, etc. utilizing, notes, grammar skills, reading comprehension skills, proofreading and editing skills, etc. on a daily basis.
3.	Reviews difficult calculations to produce accurate forms, files, reports, statistical data, etc. for a departmental program utilizing laws, rules, regulations, policies, guidelines, procedures, instructional memo's, calculator, computer software, etc. on a daily basis.
4.	Processes difficult calculations to produce accurate forms, files, reports, statistical data, etc. for a departmental program utilizing laws, rules, regulations, policies, guidelines, procedures, instructional memo's, calculator, computer software, etc. on a daily basis.
5.	Verifies difficult calculations to produce accurate forms, files, reports, statistical data, etc. for a departmental program utilizing laws, rules, regulations, policies, guidelines, procedures, instructional memo's, calculator, computer software, etc. on a daily basis.
6.	Communicates to staff, internal and external agencies/departments, etc. in order to provide sensitive and detailed program information and facilitate the exchange of information, and resolution of problems, etc. utilizing California Code of Regulations (CCR),Title 15, office procedures, telephones, emails, faxes, personal contacts, communication skills, grammar skills, etc. on a daily basis.
7.	Proofreads reports, forms, statistical data, source documents, etc. in order to communicate information, produce final documents, keep accurate records, document issues or situations, etc. utilizing notes, written communication skills, grammar skills, reading comprehension skills, proofreading and editing skills, etc. on a daily basis.
8.	Edits reports, forms, statistical data, source documents, etc. in order to communicate information, produce final documents, keep accurate records, document issues or situations, etc. utilizing, written communication skills, grammar skills, reading comprehension skills, proofreading and editing skills, etc. on a daily basis.

EDITED TASK LISTING

CLASS: PROGRAM TECHNICIAN

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
9.	Retrieves information from data base for reports, forms, statistical data, source documents, etc. in order to communicate information, produce final documents, keep accurate records, document issues or situations, etc. utilizing computer programs, reading comprehension skills, proofreading and editing skills, etc. on a daily basis.
10.	Orders reports (e.g., Daily Movement Sheets (DMS), Legal Status Summary(LSS), Missing Descriptors, notification and registrations, Out-To-Court reports), to provide documentation for processing files, reports, tracking inmate/parole movements, etc. utilizing various resources (e.g., OBIS, Automated Release Data Tracking System (ARDTS), DDPS, laws, rules, regulations, policies, guidelines, procedures, calculator, computer software, etc.) as needed.
11.	Prepares envelopes/packages of confidential materials (e.g., copying, addressing, sorting, stuffing, assembling, faxing, etc.) for distribution to staff, internal and external agencies/departments, etc utilizing copiers, sorting techniques/equipment, etc., following oral and/or written instruction as directed.
12.	Files materials (e.g., documents, letters, forms, reports, manual revisions, etc.) in order to keep accurate records, ensuring materials are available for future references, and in compliance with laws, rules, regulations, policies and procedures, utilizing organizational skills, filing systems (e.g., alphabetic, chronological, numeric, subject matter, etc.), desk procedures, binders, folders, indexes, etc. on a daily basis.
13.	Reviews source documents (e. g., DMS, Warden Check Out Order (CDC 161), Inter-Departmental Transfer Record (CDC 135), Medical Transport Form (CDC 154), etc.) in accordance with established guidelines and procedures (Records Retention Schedule) in order to purge outdated materials, maintain orderly files, and maximize filing space utilizing office procedures, shredder, recycling system, etc. as outlined in the Records Retention Schedule
14.	Searches for source documents (e. g., DMS, Warden Check Out Order (CDC 161), Inter-Departmental Transfer Record (CDC 135), Medical Transport Form (CDC 154), etc.) that may be misfiled or not maintained in a standardized filing system in order to locate and retrieve requested information utilizing personal experience, computerized databases, filing procedures, etc., following oral and/or written instruction as directed.
15.	Performs basic arithmetic computations (e.g., addition, subtraction, multiplication or division) to compute/compile basic statistical data, completing timesheets, etc., utilizing automated office equipment (e.g., calculator, personal computer, etc.) following oral and/or written instruction as directed.
16.	Operates standard business and office machines and equipment (e.g., copy machine, fax, personal computer, calculator, scanner, telecommunications terminals, etc.) in order to produce completed assigned duties utilizing manuals, desk procedures, training, etc. as directed by the supervisor and/or on a daily basis.

EDITED TASK LISTING

CLASS: PROGRAM TECHNICIAN

NOTE: Each position within this classification may perform some or all of these tasks.

Task #	Task
17.	Performs data entry work in order to input and disseminate information, trace documents, appeals, files, inmates, parolees, etc. and keep accurate records, utilizing CLETS, OBIS, ARDTS, DDPS, proofreading and editing skills, typing skills, basic mathematical/statistical skills, 10 key calculator, computers/computer programs, logs, manuals, required forms, etc. on a daily basis.
18.	Completes inmate time keeping forms and supervisory reports (CDC 101), to ensure proper time is credited and to document work habits utilizing DOM, Title 15, Inmate Work and Training Incentive Program (IWTIP), Bridging Program, office procedures, etc., on an as needed basis.